

FESTIVALS AND EVENTS OVERVIEW

This overview is to be read in conjunction with Council's Festivals and Events Policy.

The Adelaide Hills Council (AHC) recognises that festivals and events typically form part of the fabric of life in a region and can:

- Build community spirit, increase local interest and participation, strengthen local values and tradition and encourage volunteerism.
- Provide opportunities for recreation, fun, entertainment, celebration and education.
- Enhance the local economy by attracting and keeping visitors in the region longer.
- Build on and profile local attractions, products, history, culture and the environment.
- Be important to tourism development and improve destination awareness.
- Contribute to a positive external image of the Adelaide Hills Council communities.

The Council may introduce events and encourage them to expand their financial support base so that they can become self-sustaining over time. Council equally expects that events conducted by other organisations will be well organised, well managed and financially sound.

Event applications will be assessed in the first instance by the Communications and Events Officer and approval will be determined either by, or through, that staff member. Event applications that include exceptional elements may be referred to Council for decision via a Council report.

ELIGIBILITY FOR COUNCIL SUPPORT

Council support (financial or in-kind) may be available under either of the following circumstances.

- The event is established, supported, organised, financed and/or managed by the Council.
- The event is proposed by non-Council groups and is not for commercial gain, or private or exclusive interest.

ORGANISING AN EVENT IN THE ADELAIDE HILLS COUNCIL DISTRICT

Council's Communications and Events Officer is able to assess and support events in the Adelaide Hills. In addition to providing practical support through Council resources, the Communications and Events Officer is able to provide event organisers with comprehensive and helpful instruction as to preparing event proposals that impact on the region.

IN-KIND SUPPORT

Council is able to offer in-kind support in the following ways. Eligible events may request any of the following for consideration; Council's ability to provide in-kind support may be limited by the number of requests and size of events in the area at the same time.

Council Facilities

Council owns a number of facilities around the district, including halls and ovals. If your event takes place on Council property Council may be able to assist with lawn mowing and lawn marking (for safety if pegging for marquees etc).

Waste Management

For community events, Council may be able to assist with the supply of 240L event bins. There are two types of bins available: waste bins and Beverage Container Recycling Bins (BCRBs). Waste bins are for general waste and will be emptied by East Waste by truck prior to Council collecting the bins

BCRBs are for bottles and cans only and must be emptied by the event organiser prior to Council collecting the bins. The event organiser (or a community group they are working with) can therefore benefit from the recycling refund at a collection depot.

Event Equipment

Council may be able to assist with weighted orange markers (stick-shaped, known as 'candles'), and orange plastic mesh for events needing to create a temporary barrier or safety zone. Alternatively, candles may be used alone to mark a path or event boundary.

Further to this, Council may be able to provide roadside signage indicating "Community Event Ahead" to alert passers-by of possible increased pedestrians in the area.

Promotion

All events supported in some way by Council will have the opportunity to be promoted through Council-owned mediums. This includes social media, Council's website (as a 'featured event') and on tourism website adelaidehills.org.au. Council is also able to display DL or A5 flyers in its libraries and customer service centres in Stirling, Woodside and Gumeracha (flyers provided by event organiser).

COUNCIL ASSISTANCE

In addition to in-kind support for eligible groups, Council staff can assist all event organisers with ensuring they meet necessary by-laws and legislation around:

- Temporary signage
- Fire permits
- Liquor Licencing
- Roadside trading
- Fireworks or Pyrotechnics
- Development Approval
- Animal Management
- Amplified music or speeches
- Supply or sale of food
- Road restrictions or closures

STEPS FOR EVENT ORGANISERS WORKING WITH COUNCIL

1. Consult Council's Festivals and Events Policy
2. Determine the scope and intention for your event
3. Contact Council's Communications and Events Officer to discuss the event concept and how Council may be able to support you (recommended for new events)
4. Consult Council's Event Organisers Toolkit for helpful event planning documents and considerations (Council's Communications and Events Officer may be able to help you with these documents)
5. Complete Council's Festivals and Events Application Form and submit to Council for processing (along with any other relevant forms)
 - The Festivals and Events Application Form **MUST** be completed by all Event Organisers and submitted to Council
 - Other Council forms must only be submitted **IF RELEVANT** to your event
 - The Event Planning Checklist is for **EVENT ORGANISER USE ONLY**.
6. Address any questions or concerns raised by Council's Communications and Events Officer
7. Proceed if and when approval is given

ADDITIONAL REQUIREMENTS

Some events require additional consultation and approvals. These can take a long time to complete so must be considered early in the planning process.

Development approval is required for events that are held on private land. In cases where development approval is required, an event organiser must liaise with Council's Team Leader Statutory Planning, Development and Compliance in the first instance. Development approval may take up to six months to be completed and this timeframe should be considered during planning.

Approval for road closures must be sought for any event that intends to fully or partially close a road as a part of their activities. This might include street parties, parades, or sports races. To close a road, an event organiser requires consent from Council before a closure order can be issued by South Australian Police. For consent to be considered, an event organiser requires:

- A traffic management plan (created by an authorised party), including detour routes; and
- A consultation or notification plan for local residents and businesses (note that community consultation and/or notice is the responsibility of the event organiser, not Council)

PROCEEDING WITH AN APPROVED EVENT

Once an event organiser has sufficient approvals from Council, they must take responsibility for the safety and success of their event. Council has created a helpful list of considerations for event organisers in this toolkit.